

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FEDERAL PROGRAMS

DATE: AUGUST 24, 2007

Committee Members Present:  
Supervisors Bentley  
VanNess  
Mason

Committee Members Absent:  
Supervisors Geraghty  
Girard

Others Present:  
Representing Office for the Aging:  
Candace Kelly, Director  
Christie Sabo, Fiscal Manager  
Representing Employment & Training Administration:  
William Resse, Director  
Sharon Sano, Senior E&T Counselor  
Robert Hummel, Executive Director, Saratoga-Warren-  
Washington Counties Workforce Investment Board  
Hal Payne, Commissioner, Administrative and  
Fiscal Services  
Joan Sady, Clerk, Board of Supervisors  
Supervisors Caimano, Budget Officer  
F. Thomas  
Kenny  
Katy Goodman, Secretary to the Clerk

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Mr. Bentley called the meeting of the Federal Programs Committee to order at 9:34 a.m.

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Candace Kelly, Director of the Office for the Aging, who distributed copies of her Agenda packet for the meeting. A copy of the packet is on file with the minutes.

Mrs. Kelly commenced with review of her Agenda for the meeting and requested approval to extend the current lease with the First United Methodist Church in Warrensburg for the mealiste (Agenda Item No. 1 A). Mrs. Kelly reminded the Committee members that they were looking for an alternate location for the mealsite in Warrensburg. However, she stated, Paul Dusek, the County Attorney, had recommended that the lease be extended for another year until an alternate site was found. Mrs. Kelly confirmed for Mr. VanNess that the lease would include a 30-day termination clause.

Pursuant to Agenda Item No. 2, Mrs. Kelly updated the Committee members on the status of an alternate mealsite location in Warrensburg. She reported they were still pursuing the matter with the Catholic Church in Warrensburg. Mrs. Kelly stated the Church was more or less renovating its hall to accommodate what the mealsite would need.

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously to approve the extension of the aforementioned lease for the term of September 20, 2007 through September 19, 2008, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Pursuant to Agenda Item No. 3, Mrs. Kelly requested approval of a travel request for Harriet Bunker, of the Office's staff, to attend the 2007 Long Term Ombudsman Training Institute in Fairport, New York on October 17th through 19th with travel by County vehicle.

Motion was made by Mr. Mason, seconded by Mr. VanNess and carried unanimously to approve the aforementioned request, as presented. Copies of an Authorization to Attend Meeting or Convention form and an outline of the Conference are on file with the minutes.

Privilege of the floor was extended to Christie Sabo, Office for the Aging Fiscal Manager, for the review of the proposed 2008 Budget (Agenda Item No. 4). Copies of the Budget package were distributed to the Committee members and a copy is on file with the minutes.

Ms. Sabo referred the Committee members to the Budget Highlights sheet that was included and proceeded with review of the information. She reported there was an increase in the number of meals served, as well as in the rest of their numbers. Ms. Sabo apprised that the increase in the number of meals was 7,425 between January and June, a 7.4% increase. She explained that because the majority of the meals were in the Home Delivered Program the mileage reimbursement costs and the rate for the mileage reimbursement had increased from \$.445 cents per mile to \$.485 cents per mile.

Ms. Sabo apprised there was also a modest increase in the cost of the lease for the Office's space at 333 Glen Street from \$3,761.34 to \$3,911.79, a difference of \$150.45 per month.

Ms. Sabo advised the final impact on the Budget was a 54% increase in the Office's funding allocation from the EISEP (Expanded In Home Services for the Elderly Program) grant. The EISEP allocation for the April 1, 2005 through March 31, 2006 State Fiscal Year (SFY) was \$343,452, as compared to \$527,636 for SFY April 1, 2006 through March 31, 2007, an increase of \$184,184. Ms. Sabo explained she had included the EISEP funding in the proposed Budget because she tried to budget based on what their Notification of Grant Awards (NGAs) were since the Budget should be in line with the Office's Annual Implementation Plan for the State Budget. However, she advised, the increase in the EISEP funds far exceeded what they foresaw their expenditures would be for services and contracts and what their NGA maximums would be. Ms. Sabo stated they felt they would expend approximately 75% of their maximum NGA. She explained in keeping with the County's Budget format, the fringe benefits were not included in the Budget. However, she stated, they were shown in her revenue and plan sheet because she needed to see how much was being spent in each program for the fringe benefits.

Concluding the Budget Highlights, Ms. Sabo stated as a way to increase revenues, they had

recently increased the suggested contribution for the meals from \$2.00/meal to \$2.50/meal. However, she noted, to date that had not generated too much of an increase in the revenues. Mrs. Kelly pointed out the suggested increase had only been in effect since July.

Ms. Sabo commented relative to the Budget, the Program areas where they needed funds the most were those for which the County had to pay a higher percentage of the costs. She noted in particular that was the case with the Nutrition Program because it was not funded at 100% like many of the programs. Ms. Sabo stated although those budgeted categories could be reduced, that would not make sense in view of the 100% funding.

Ms. Sabo referred the Committee members to the 2008 OFA Budget request sheet (third page of the Budget package) which listed each of the Budget codes and the amounts of the Federal and State Revenues and the Sharing/Contributions of the funding. She apprised the Office's total 2008 request was \$2,551,101. Ms. Sabo apprised a large portion of the request was the \$104,000 for the Point of Entry (POE) Program (A.6785 Warren County Budget code/A.6786 Hamilton County Budget code). She noted Mrs. Kelly could provide the details on the Program. However, Ms. Sabo stated, it was a joint Program with the Department of Social Services and the Health Services Department which meant they did not have complete control of the funds. Mrs. Kelly explained they could not expend the funds without the agreement of the other two Departments. She noted they were in the process of doing that at this time.

Dialogue ensued between Ms. Sabo and Mr. Caimano concerning the Cost-Sharing/Contributions figures. Ms. Sabo explained the figures reflected what was received from clients of the various Programs and the total was \$208,500. She confirmed that Warren County's share of the total budget was \$676,868. Ms. Sabo apprised the 2007 request was \$669,774 before the Budget was reduced, an increase of \$7,094. Mrs. Kelly advised that last year the Budget did not cover their expenses until the end of the year. She concurred with Ms. Sabo that was in the Title III C Program for food.

Ms. Sabo commented the problem with their Budget was that it was comprised of the Federal and State revenues and that they had to bill Hamilton County for their actual expenses. She noted that made it difficult to budget because they did not know what Hamilton County's mealsite costs would be and what the Federal and State revenues would be. Ms. Sabo advised the figures in the proposed 2008 Budget for the Federal and State revenues were based on the Federal and State Fiscal Years because the revenues would not be received until September.

Mr. Caimano questioned if they would receive them at all. Ms. Sabo responded she would not know about that because she was not the Fiscal Manager in 2006. Mr. Caimano pointed out that the Budget Performance Report for year-to-date of August 23rd that was included in the Budget package showed that the State revenues for the A.3775 Budget code - AAA Transportation Program were not received in 2006 or 2007. Ms. Sabo responded the 2006 funds were received this year. Mr. Caimano expressed his concern that the revenues had been behind for the past several years and that the situation needed to be kept track of.

General discussion ensued.

Mr. Payne entered the meeting at 9:48 a.m.

Ms. Sabo stated the 2008 equipment request was outlined on a separate sheet in the Budget package. She apprised the total request was \$2,900 and it was unchanged from the 2007 appropriation. Mr. Caimano stated he did not have a problem with the amount of the request.

Mr. Caimano referred to the fourth page in the Budget package; and he pointed out it showed the Office for the Aging's total expenditures of \$2,551,101 were an 8.14% increase (\$215,318) over the 2007 total Adopted Budget of \$2,335,783. He queried how the increase could be reduced. Ms. Sabo responded there would be an increase because the .1's Personal Services - Salaries would increase and that could not be avoided. She noted there were also fixed increases such as for rent and State dues.

Mr. Caimano pointed out the Personal Services increase was 16.95%; and, he asked if someone had been hired. Ms. Sabo stated the distribution of the total payroll across all of the Office's Programs was outlined on the last page of the Budget package. She explained she had moved employees around in the Programs and the total request should have decreased. Mr. Caimano reiterated there was an increase. Mr. VanNess stated based on the review of the other Departments' Budgets, the Departments had no control over the .1's Budget codes. Mr. Caimano acknowledged the figures were received from the Personnel Office. Mrs. Kelly stated no one had been hired. Ms. Sabo advised there should be a decrease because there had been some retirements in the Nutrition Program and the replacement personnel were at lower salaries. Mr. Caimano stated the .1's situation in all the Budgets would be addressed.

Mr. F. Thomas entered the meeting at 9:50 a.m.

Next, Ms. Sabo pointed out the 2008 request for the .470 Contract object code was \$835,053. She reiterated that was the biggest increase in the Budget and they would not expend the maximum of the funds. Mrs. Kelly concurred. Mr. Caimano stated the most recent figure for the actual expenses in the line item was \$507,684.57 for the 2006 actual balance. He noted the difference from the \$835,000 was over \$300,000. Mr. Caimano asked if the number could be reworked in order to reflect what a reasonable increase might be. Ms. Sabo confirmed she could review the actual contracts to determine that figure.

Mr. VanNess referred to the .410 object code for Supplies; and, he noted there was a 6.50% increase. He questioned if that was the cost of the food for the mealsites. Ms. Sabo replied the code was for their printing costs at the County's Print Shop and for stockroom supplies. Mrs. Kelly noted they had their monthly newsletter printed. Hal Payne, Commissioner of Administrative and Fiscal Services, stated Mrs. Kelly and he had discussed the printing costs and the paper and printing was expensive and the newsletters were mailed. Mrs. Kelly clarified that only about ten newsletters were mailed. Mr. Caimano advised the printing costs should be looked at along with

the aforementioned Contract figures.

Mr. Caimano stated there was a 14.47% increase in the (A.444) Travel/Education/Conference object code. Mrs. Kelly confirmed the mileage rate was set by the Federal Government. She explained that before the recent increases in gas prices many of the volunteers who delivered the meals did not request the reimbursement. However, she said, now more of them do which resulted in the increase. In reply to Mr. Caimano's query on who monitored the vouchers, Ms. Sabo said that the Home Health Aides did for the volunteers who transported clients to medical appointments and the Office for the Aging staff member who handled the Community Services for the Elderly Program did also. Mrs. Kelly advised she also saw the vouchers and they did reject items they felt were not legitimate. Ms. Sabo stated she also vouchered the American Cancer Society as much as possible because they would pay \$.14 cents/mile for transportation costs for cancer patients. Mr. Caimano suggested there should be a better review process of the mileage requests.

Ms. Sabo referred the Committee members to Page 6 of the Budget Performance Report and the Travel Budget code. She pointed out as of August 23rd, \$29,000 or 80% of the 2007 appropriation had been expended. Mr. VanNess questioned the increase in the (A.6774 - SNAP (Supplemental Nutrition Assistance Program) A.413 Repair & Maintenance - Building/Property line item. Ms. Sabo explained the code included the cost for snow removal, pest control and trash removal at the mealsites. Mrs. Kelly noted this past winter the costs for snow removal at the Hamilton County mealsites was considerable.

Mr. Kenny entered the meeting at 9:59 a.m.

Brief general discussion ensued.

The total proposed 2008 Office for the Aging Budget request was \$2,551,101, as compared to the 2007 appropriation of \$2,335,783, an increase of \$215,318.

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously to approve the Office for the Aging Budget, as presented, and to authorize the Committee Chairman to sign it and forward it to the Budget Officer.

There being no further Office for the Aging business, Mr. Bentley thanked Mrs. Kelly and Ms. Sabo.

Privilege of the floor was extended to William Resse, Director of Warren County Employment & Training Administration (ETA), and he distributed copies of his Agenda packet for the meeting to the Committee members. A copy of the packet is on file with the minutes.

Pursuant to Agenda Item No. 1, Mr. Resse requested approval of the appointment of Corbin R.

Daugherty, to represent the private sector on the Saratoga-Warren-Washington Counties (Workforce Investment Board) WIB for the term of September 21, 2007 through June 30, 2010. He noted that Mr. Daughtrey was the Human Resources Manager at the Sagamore Hotel.

Motion was made by Mr. Mason, seconded by Mr. VanNess and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary certificate of appointment for the next board meeting. A copy of a resolution request form is on file with the minutes.

Mr. Resse stated Agenda Item No. 3 b concerned a resolution request to approve the submission of an application for a New York State Department of Labor (DOL) Workforce grant by an 11-member Regional County Consortium. He advised in conjunction with the application, Robert Hummel, Executive Director of the WIB, was present at the meeting on behalf of the Consortium to present an explanation of the grant to the Committee members. Therefore, Mr. Resse asked that the matter be discussed at this time before the remaining Agenda items were reviewed. He noted a description of the grant was in writing and included in the Agenda packet. Mr. Bentley acknowledged the request.

Privilege of the floor was extended to Mr. Hummel, who stated the grant was announced four or five weeks ago and the application deadline for the first round of funds was due on September 4th. He advised because the Consortium had already done a lot of work on an application for a particular Federal grant that it was not awarded, they felt they were in a good position relative to this application.

Mr. Hummel stated the grant had two tiers and Tier 1 was a regional planning grant with a focus on the development of regional strategies to respond to regional workforce needs instead of those for a specific company or person. The amount of the Tier 1 grant was \$50,000 and the Consortium would apply for it, he added. Mr. Hummel advised they would also apply for the Tier 2 grant which was for \$500,000, and they expected that the State would tell them to spend the \$50,000 first and then they would award them the \$500,000. He advised the overall grant proposal was to develop programs and policies that would create a workforce that would have essential work readiness skills and a digitally capable workforce that would have critical technology skills.

Mr. Hummel noted the grant application would ask what industry clusters they would look at. He advised they would look first at the technology capability in the region because most of the industries in the region required a technological level that did not exist in the region. Mr. Hummel stated the industry sectors were construction, advanced manufacturing, nanotechnology, biotechnology and energy. He noted if the Advanced Micro Devices (AMD) manufacturing plant was built it would have a profound impact on the construction industry.

Relative to the advanced manufacturing sector, Mr. Hummel stated that would involve most of the other manufacturers in the region such as Boston Scientific, Angio Dynamics, etc. He noted the

nanotechnology or (computer) chip manufacturing industry would be part of a larger effort instead of a primary focus of the application which was a criticism of the aforementioned Federal grant. Mr. Hummel noted the biotechnology sector would be led by Greene County as a biodiesel plant would be developed there. He stated the energy sector would be represented by GE (General Electric) Wind Power Division through contracts with Schenectady Community College.

Mr. Hummel pointed out the Consortium's four goals were detailed in the description of the grant; and, he commented on the intent of the goals for the information of the Committee members. He provided details on the key initiatives listed for the grant. Mr. Hummel referred to the list of participants in the project which he noted included County governments, Community Colleges, BOCES (Board of Cooperative Educational Services), school districts and private industry. He advised that the Fulton/Montgomery/Schoharie WIB would be the grant applicant and they would distribute the grant funds because it was a 501c3 entity.

Mr. Caimano queried who would decide where the funds would be spent. Mr. Hummel clarified that would be determined by whichever of the partners had projects. For example, he stated, all the WIBs had agreed they would seek funding to do regional assessments at all of the One-Stop Centers. Mr. Hummel confirmed for Mr. Caimano that the Adirondack Regional Business Incubator (ARBI) was already involved in the grant application in connection with Adirondack Community College.

Lastly, Mr. Hummel advised there would be no costs to the Counties for their participation in the grant application.

Motion was made by Mr. Mason, seconded by Mr. VanNess and carried unanimously to approve the aforementioned request to authorize the Chairman of the Board of Supervisors to sign the grant application for the New York State Department of Labor Workforce grant, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Mr. Bentley thanked Mr. Hummel for the presentation. Mr. Hummel thanked the Committee members; and he left the meeting at 10:15 a.m.

Review of the Agenda resumed. Pursuant to Agenda Item No. 3 a, Mr. Resse requested approval to enter into an agreement with the Glens Falls School District for the provision of work readiness training which would be funded by a State grant received by the School District.

Motion was made by Mr. Mason, seconded by Mr. VanNess and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Next, Mr. Resse requested approval to amend the 2007 County Budget in order to add the Department's most recent allocation of Federal funds in the amount of \$147,009 for the Workforce

Investment - JTPA Program (Agenda Item No. 2).

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Finance Committee. A copy of a resolution request form is on file with the minutes.

Pursuant to Agenda Item No. 4, Mr. Resse spoke on the Department's 2008 Budget. He noted copies of the Budget documents were distributed to the Committee members. Copies of the documents are on file with the minutes. Mr. Resse reminded the Committee members that their Programs were totally funded by Federal funds and no County funds were involved. He explained because the funds were approved by the State and then added into the County Budget by resolution, they did not submit the standard County Budget packages. He stated the Budget did include any general fund items, if necessary, and the Salary Schedule.

Mr. Resse stated the first document was a general fund item which was the A.6287 Summer Success/ETA Program. He explained the Program was done through a contract with the Youth Bureau and it was done on a year-to-year basis by resolution, contingent on whether the Youth Bureau had funds available. Therefore, Mr. Resse apprised, there was no request for 2008.

Next, Mr. Resse referred to the Salary Schedules. He advised there were no changes in the staffing levels for 2008. Mr. Resse stated the estimated County distribution of the 2008 salaries across the Department's Programs was included in the Budget documents. The total 2008 estimated distribution was \$260,398.

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously to approve the Employment & Training 2008 Budget request, as presented, and to authorize the Committee Chairman to sign it and forward it to the Budget Officer.

There being no further business to come before the Committee, on motion by Mr. Mason and seconded by Mr. VanNess, Mr. Bentley adjourned the meeting at 10:17 a.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk